

**COMPENSATION BOARD
LIDS ADVISORY COMMITTEE
MINUTES**



Regular MeetingMay 13, 2004
LocationRockingham County Sheriff's Office
Four Points Sheraton Hotel
1400 East Market Street
Harrisonburg, Virginia 22801

Members PresentBruce Folks, Rockingham County Jail
Alice Coe, Compensation Board
Oliver Bradshaw, Compensation Board
Sue Kelly-Graham, Compensation Board
Carol Moye, Prince William/Manassas Regional Jail
Peggy Gebauer, Roanoke City Jail
Charlie Gray, Virginia Beach City Jail
Debbie Hamlet, Blue Ridge Regional Jail
James Creech, Virginia Criminal Sentencing Commission
Jane Beamon, Western Tidewater Regional Jail

Visitors Denise Oliff, Prince William/ Manassas Regional Jail
Brenda Gray, Alexandria City Jail
Geraldine Knight, Western Tidewater Regional Jail

Absent Felicia Smith, Department of Corrections
Anne Wilmoth, Compensation Board
Reginald Tinsley, Richmond City Jail

9:00 a.m. Thursday, May 13, 2004
Rockingham County Jail, Harrisonburg, VA 22801

I. Opening Remarks

- Sue Kelly-Graham and Alice Coe, Compensation Board, thanked Sheriff Don Farley and Bruce Folks for hosting the meeting and providing treats, coffee, beverages and lunch.
- Introductions.
- Sue Kelly-Graham announced that Felicia Berger and Raymond Smith were wed in April.

II. 11-12-03 Minutes

Committee approved Minutes. One correction noted - Julieann Robertson, Chesterfield County was changed to read Julieann Robertson, Roanoke County.

III. 2004 LIDS Conference Update

- Sue Kelly-Graham, Compensation Board gave the following update:
 - a. September 15 & 16, 2004 at the Sheraton Park South Hotel, Richmond, Virginia
 - b. Agenda/speakers
- Oliver Bradshaw, Compensation Board, suggested that a personal computer, projector and screen be set up.
- Carol Moye, Prince William Manassas Regional Jail, volunteered to discuss new Reason Confined Codes 81 and 82.
- Committee suggested that the Compensation Board add topics: overlaps; Reason Released Codes 16, Time Served and 39, Sentence Served.
- Denise Oliff, Prince William Manassas Regional Jail, volunteered to send Compensation Board staff a new designed Overlap form with suggestions for improvement.
- Jim Creech, Virginia Criminal Sentencing Commission, will attend conference September 16 and be on standby for VCC questions, if any.
- Peggy Gebauer, Roanoke City, requested that CB auditors provide audit forms to help clarify audit process.
- Bruce Folks, Rockingham County, suggested that the expungement process be discussed.
- Oliver Bradshaw, Compensation Board, recommended that LIDS users send Email suggesting additional topics for the audit and Compensation Board presentations. An article will be featured in the May 2004 LIDS Newsletter.

IV. LIDS Enhancement Update

- Inquiry
 - a. Insurance number inquiry needs to have the capability to search by name. Goal is July 1, 2004.
 - b. Bruce Folks, Rockingham County, requested that Inquiry be updated to verify prisoner SSN and verification date to be added to Prisoner Information screen. Melanie Morrison, Compensation Board, will add to Prisoner Screen. Completed – in production.
 - c. Ron Wise, Alexandria City, requested that the DNA drawn date field, if DNA has been drawn, be returned to the Confine Prisoner screen. Committee agreed that it should be added to Inquiry only, not Commitment maintenance. Completed – in production.
- Reconciliation
 - a. Financial reconciliation needs to change so they can view details of adjustment-by-adjustment category. Delayed due to the Forms Maintenance changes which took much longer than anticipated. Goal is July 1, 2004.
 - b. Enhancement to Financial Reconciliation Screen – Alice Coe, Compensation Board. Committee approved adding a tag to update offenses. Goal date is July 1, 2004?
- Update Offenses – Cindy, Angle, Montgomery County
 - a. When updating one offense, give the ability to press Enter and automatically go to the next offense. Goal date is July 1, 2004.
- Restructuring/grouping of Forms Maintenance reports. Completed – in production.
 - a. Debbie Hamlet, Blue Ridge Regional Jail, reported that when requesting a report (e.g., List by Reason Confined and List by Reason Released), and press Enter to continue, system requires her to go back to the Forms Maintenance main menu to view a report. She suggested that LIDS be updated to allow viewing reports immediately after pressing the Enter key. *Forward to August meeting.*

- Reports
 - a. Payment Status Report - completed – in production.
 - b. VCC Search Report - Updated to allow wild card search. Goal date was February 29, 2004.
 - c. Altering the Possible Error report and the data integrity report so that if a sentence length is not within the sentencing guidelines, it will kick out as a possible error/data integrity issue. Committee voted to table this issue until OTN (Offense Tracking Number) is in effect. This issue was tabled indefinitely. OTN standalone query to be developed for sentencing guidelines. Goal date is September 30, 2004.
 - d. Disposition Report to be developed in Forms Maintenance – Routine, Reconciliation and Inmate Status reports. Goal date is July 2004.
 - e. Reginald Tinsley, Richmond City - A new report that compares current roster or ending count with ending count of previous month that reports the plus and minus details of commits and releases, and details inmates currently committed that were not committed in previous ending count and inmates that were released who were active in the previous ending count. Reginald agreed to fax a copy of the information to Alice Coe or Anne Wilmoth. To date the fax has not been received from Reginald. *Forward to August meeting.*
 - f. Debbie Hamlet, Blue Ridge Regional Jail – A new report to capture local responsible and state responsible inmates. The report has been developed and to be placed into production July 1, 2004. If anyone needs this information prior to July 1, 2004, send request via e-mail to Anne Wilmoth.
 - g. Bobbie Elswick, Gloucester County – ADP Comparison reports, i.e., series of reports that can be developed for extension purposes, and pre-calculated annual ADP report instead of monthly ADP report. Committee approved. Goal date is July 1, 2004.
 - h. Julieann Robertson, Chesterfield County – Viewable and downloadable Tuesday reports. Committee approved to leave as is. An ADP (Average Daily Population) version will be developed. Goal date was April 30, 2004.
 - i. Carol Perkins, Central Virginia Regional Jail – Forms Maintenance Report request – Provide totals by sex. Committee approved to modify Forms Maintenance to include the request for sex. Completed – in production.
 - j. Anne Wilmoth, Forms Maintenance Reports in comma delimited format for auditors' Possible Duplicates report. Committee approved to be added as a new viewable and downloadable Forms Maintenance report. Completed – in production.
- Reason Confined/Disposition Codes
 - a. JulieAnn Robertson, Roanoke County – Develop reason confined code for Local Treatment Program/Facility. Committee approved developing a new reason confined code for a local treatment program vs. a State treatment program, which will be treated the same way as holding for diversion/detention center. Disposition code 'DT' – Deferred Treatment – must be used along with the new reason confined code and if a sentence is not imposed. The 'DT' and new reason confined code will serve as the sentence. Goal date is July 1, 2004.
 - b. Anne Wilmoth, Compensation Board - It is not mandatory to use the Offense Disposition Code 'SC' and force additional edits to be placed in LIDS. From an audit perspective, after January 1, 2004, auditors will expect to see the 'SC' used if inmate is still confined 1/1/04. Does not affect inmates confined prior to 1/1/04. Completed. Combination payable vs. non-payable Forms Maintenance report to be developed. Completed – in production.
 - c. Ron Wise, Alexandria City – Develop Offense Disposition Codes RC or RS – Reconsideration of Sentence, BS – Balance Suspended, SS – Serving Sentence, and SU – Suspended Sentence (Change). Disposition Code 'BS' - Balance Suspended approved to be developed in LIDS. Oliver Bradshaw, Compensation Board, recommends that when 'BS' disposition is used, utilize reason release code 34, Sentence – Remainder Suspended. Goal date to be placed in production is July 1, 2004.
 - d. Micah Meadows, Fauquier Co. Jail - Requested new disposition code 'HA' Held by Agreement to identify Held by Agreement inmates who are also Work Release inmates. Anne Wilmoth and Alice Coe will contact someone at the Department of Corrections to obtain a report with JCB and work release inmates, and held by agreement (cadre) inmates, then possibly develop a Forms Maintenance report and possible error. A flag will be added. Anne Wilmoth will contact Department of Corrections to see how long it will take to do it in "soft" form. *Forward to August meeting.*

- e. Ron Wise, Alexandria City – Is it possible for LIDS to be updated to allow updating multiple confinements in LIDS using a pick list? Committee agreed that this should be an adjustment piece. A new option will be developed and added to LIDS to allow multiple adjustments. Charlie Gray, Ron Wise, and Bruce Folks volunteered to work with Anne Wilmoth on this. This is also a training issue. Anne Wilmoth and Bill Copley will write the analysis/requirements to do this, and will submit the analysis to Committee by April 1. Anne Wilmoth suggested that this feature be restricted to the adjustor, certifier, and/or approver. Bruce Folks agreed to fax hand out to Alice Coe. *Forward to August meeting.*
- f. Anne Wilmoth, Compensation Board – Should LIDS security table be altered to allow multiple LIDS users to certify and approve LIDS reports? (Refer to Pg. 3 of October LIDS Newsletter). Committee agreed that certification/approval authorization be limited to a total of three per facility. And if Sheriff/Superintendent requests more than one person, a letter should be e-mailed, faxed or mailed to the Compensation Board to be placed on file. Members voted to allow. Goal date is July 1, 2004.

V. **Forwarded/Continued from last meeting**

- Parole Violator Information - Anne Wilmoth, Compensation Board - Do jails receive parole status information, either discretionary or mandatory? If so, we may want to collect this in LIDS to assist the forecasters. Committee agreed that jails do not know inmates are parole violators until released. Anne has not followed up with DOC and will check with forecasters to see if this is still needed/desired. *Forward to August 2004 meeting.*
- Anne Wilmoth, Compensation Board, requested to discuss new ADP report at May meeting. Anne not in attendance. *Forward to August 2004 meeting.*
- Ron Wise, Alexandria City, asked what the auditors' preference is when using Disposition Code 'TS' – Time Served? This issue is defined in the LIDS Users Guide.
- Ron Wise, Alexandria City, reported that his jail has a new jail management system and wants to know procedure when a magistrate uses Statute 18.2-96, Third Offense Petty Larceny, which ended in 1996. Use Statute 18.2-103 instead. Refer to November 2002 issue of the LIDS Newsletter.
- Bruce Folks, Rockingham County, asked for records retention guidelines. Terri Reitz from the Library of Virginia will give a presentation on records retention at the LIDS Conference in September 2004.
- Disposition Code Matrix - Oliver Bradshaw, Compensation Board, recommended adding Disposition Code matrix to LIDS Users Guide to show which offense disposition code that LIDS keys on their alternative programs, regular confinements and pending charges during these types of confinements. Committee voted that this is not necessary.
- Anne Wilmoth and Alice Coe, Compensation Board, are working with the Mental Health Department. Mental Health wanted to know if jails track medication information and asked that LIDS collect data to provide the number of inmates using psychotropic or non-psychotropic drugs for fiscal year or calendar and the cost. Committee agreed that the general consensus is that most jails' medical staffs were not sufficiently automated to handle this and it is not appropriate.

VI. **New Pre-planned Issues**

- LIDS Advisory Committee meeting – should the February meeting be held in March instead of February because of inclement weather conditions the month of February. Committee voted yes.
- Forms Maintenance – does LIDS need to provide the capability to list more than one FIPS code to summarize (e.g., Blue Ridge Regional Jail)? Completed.
- Carol Moye, Prince William/Manassas Reg. Jail (PW/MRJ)– Reason Confined Code 81, Additions Correction Treatment (ACT). Should all court ordered inmates be included, which would include Local Responsible?
Oliver Bradshaw, Compensation Board – If court ordered to drug treatment program, it is considered a state responsible (SR) inmate who is attending a local drug treatment program. The Payment Status Code determines whether local responsible (LR) or State Responsible (SR). Define whether SR or LR by using CR (Court Order Release – to be found guilty with no sentence of jail time imposed, court ordered to an alternative to incarceration program, case continued) & CU (Court Order Release – to have charge not revoked, or to have individual recognized or bonded on charge, court ordered to an alternative to incarceration program, release) Disposition Codes. Statewide impact of suggested changes to RC 81 & 82 was determined to need further research by Compensation Board members. The issue was considered to be tabled until the next LAC meeting. Jim Creech stated that he would be interested in having LIDS provide LR and SR statistics related to RC 81 & 82 status.

Carol Moye, PW/MRJ, expressed an objection to the mid-month timing of the mandatory requirement. Several other members agreed that it was unfair because they are having to go back through numerous inmate files and do the updates in LIDS.

Carol Moye, PW/MRJ, asked why LIDS is only capturing SR inmates. She will email a situation to Oliver Bradshaw, Compensation Board. LIDS Advisory Committee members were asked to email issues concerning Reason Confined Codes 81 & 82 to Oliver Bradshaw and cc: Anne Wilmoth, Alice Coe and Sue Kelly-Graham. *Forward to August meeting.*

- Bruce Folks, Rockingham County – Penalty modifier change for inmate convicted of a misdemeanor with 12-month sentence for 18.2-308.4, which is for felony charges only, not misdemeanors. Alice Coe, Compensation Board, will send Jody Fridley, Virginia Criminal Sentencing Commission, to update with a modifier.
- Jenny Newman, Pittsylvania County – When updating sentencing information for multiple charges, suggest a LIDS enhancement be added to allow sentencing information updates for multiple offenses instead of having to go into each individual offense to update the sentencing information. This issue has already been addressed.

VII. Budget Updates

- HB 235 – The Compensation Board would like to adopt the ISO (International Standard) list. Committee was asked at the 2-12-04 meeting to check and make a decision at the May meeting. *Forward to August meeting.*
Alice Coe, Compensation Board, distributed and explained budget updates and Conferees Report handouts. An article regarding same will be featured in the May 2004 LIDS Newsletter.
Carol Moye, PR/MRJ, reported that Justice Benefits takes a percentage from jails that use Maximus – companies that pull data from the SCAAP report. Carol Moye will send format requirements to Alice Coe, Compensation Board. Bruce Folks, Rockingham Co. Jail, will send report to Alice Coe. *Forward to August meeting.*

VIII. New Issues Discussed During Meeting

- Carol Moye, Prince William/Manassas Regional Jail suggested that the Compensation Board contact the local Social Security Administration to request cooperation with the jails. The Compensation Board will check into this. *Forward to August meeting.*
- Peggy Gebauer, Roanoke City Jail, suggested that LIDS Advisory Committee meetings be held quarterly during the second week of the meeting month, if possible. Committee voted yes.

IX. Committee Resignations

- Anna Earnhardt, Portsmouth City Jail

X. Committee Recommendations

- Bobbie Elswick, Gloucester County – Eastern Region.
Committee voted yes. Alice Coe, Compensation Board, will contact Ms. Elswick.

XI. Discuss Future Quarterly Committee Dates

- August 6, 2004 – Mecklenburg County Board of Supervisors office, Mecklenburg
- November 10, 2004 – Blue Ridge Regional Jail, Lynchburg

XII. Issues Tabled Indefinitely

- Sentence Length Within Sentence Guidelines analysis and program revisions.